

# **PART 3**

## **ACQUISITION TOOLS WORKSHOP**

**AAPDS  
IDP  
AITAS**

# **Army Acquisition Professional Development System (AAPDS)**

# HOW TO LOG IN TO AAPDS



- HOME
- IDP
- ACRB
- SRPE
- AAPDS**
- Logout

## EDIT PROFILE

**Profile**

**Name:** AA BLANK 4

**Position Title:** COMPUTER SPECIALIST

**Organization:** ASC FORT BELVOIR

**Email:** SCOTT.GREENE4@US.ARMY.MIL

**Date of Birth:** 12/30/1977

**News**

your email address, password, security security answer. Career Manager (ACM) for other changes to your 2006 /13/2006

Click on the AAPDS tab to view the Tuition Assistance Opportunities offered by ASC.

**Welcome**

This is the CAPPMIS home screen. You may access any of the abo

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)



ASC ACQUISITION SUPPORT CENTER

ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM (AAPDS) v1.1

[\[HELP\]](#) [\[LOGOUT\]](#) [\[Return to CAPPMIS\]](#)**Select Training Application:**

Please select the training application that you would like to complete (only courses that appear on your IDP and have been approved by your supervisor will be available for training).

Title	Info	Opening Date	Closing Date	Final Review Date
<a href="#">CP-14 Short-Term Training FY06</a>	<a href="#">(Info)</a>	July 5, 2005	June 1, 2006	July 1, 2006
<a href="#">CP-14 University Training FY06</a>			June 1, 2006	July 1, 2006
AETE School of Choice		05	December 1, 2005	March 1, 2006
AETE Naval Post Graduate School (NPS) 835 Contra		05	December 1, 2005	March 1, 2006
AETE Naval Post Graduate School (NPS) 836 Progra		05	December 1, 2005	March 1, 2006
Fall 2005 Acquisition Tuition Assistance Program (AT		05	December 3, 2005	December 12, 2005

Click on the training program you would like to apply for. Note: You can only apply for an announcement prior to the closing date.

Depending on the program you apply for, the required tabs will be here. You must complete each one, save it, and then Submit your application on the last tab.

[\[HOME\]](#)[\[HELP\]](#) [\[LOGOUT\]](#) [\[Return to CAPPMIS\]](#)[CP-14 Applicant's Data](#) [IDP Academic Plan](#) [ACRB](#) [Checklist and Submit](#)

## CP-14 Short-Term Training FY06

### Step 1. CP-14 Applicant's Data

Please ensure that your Acquisition Career Record Brief (ACRB) and Individual Development Plan (IDP) are complete and up-to-date. If this information is not correct please update your ACRB and IDP.

Name:	AA BLANK 4	Organization & Address:	ASC FORT BELVOIR
SSN:	222222222		FORT BELVOIR VA
Pay Plan/Series/Grade:	GS / 2210 / 12		
Email Address:	SCOTT.GREENE4@US.ARMY.MIL	Telephone DSN:	Information Not Available
Telephone COM:	7030000000	Telephone Fax:	Information Not Available
Supervisor's name:	AA BLANK 4	Supervisor's e-mail:	SCOTT.GREENE4@US.ARMY.MIL

### Career Field(s) and Highest Certification Level Achieved:

Current Acquisition Career Field (ACF): R - INFORMATION TECHNOLOGY

• Select the Program you wish to apply for: \*

- ☐ DEV Assignments
- ☐ STT (Less than 120 work days)
- ☐ UNIV

• I certify that I meet all of the eligibility requirements. ([Info](#))

- ☐ Yes ☐ No if no, explain:

**HOW TO APPLY  
FOR TUITION  
PROGRAMS**

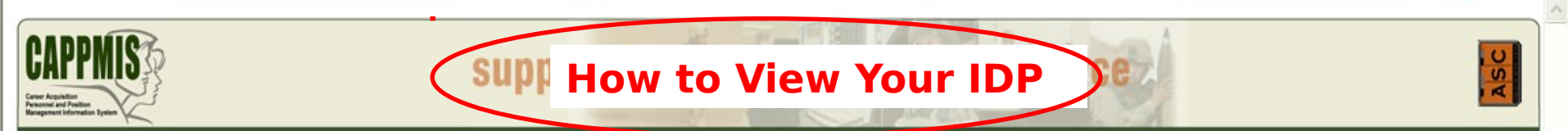
# **INDIVIDUAL DEVELOPMENT PLAN (IDP)**

# **IDP**

**Five Year Plan**  
**Required for Each AL&T WF Member**  
**Automated Process**  
**Two Modules**  
    **Individual Module**  
    **Supervisor Module**  
**Agreement Between Individual and**  
**Supervisor**

# **IDP Demo - Individual Module**



[HOME](#) [IDP](#) [ACRB](#) [SRPE](#) [AAPDS](#) [Logout](#)[EDIT PROFILE](#)**Profile**

Name: AA BLANK 4

Position Title: COMPUTER SPECIALIST

Organization: ASC FORT BELVOIR

Email: SCOTT.GREENE4@army.mil

Date of Birth: 12/30/1977

Click on the IDP tab to access your IDP.

**News**

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.
- Please see your Acquisition Career Manager (ACM) for other changes to your profile.
- Your last login was on 05/16/2006
- Your password expires on 10/13/2006

**Welcome**

This is the CAPP MIS home screen. You may access any of the above applications by clicking on the tabs.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)[Security/  
Privacy](#)[System  
Requirements](#)[DOD Computer  
User](#)[Text  
Links](#)[CAPP MIS  
Help](#)



## INDIVIDUAL DEVELOPMENT PLAN / CONTINUOUS LEARNING



Use of this DoD Computer System, Authorized or Unauthorized, Constitutes Consent to Monitoring of this System. Unauthorized Use May Subject you to Criminal Prosecution. Evidence of Unauthorized Use Collected During Monitoring May be Used for Administrative, Criminal, or Other Adverse Action. Use of this System Constitutes Consent to Monitoring for These Purposes.

Continue to Main IDP/CL Modules

Individual Module

Supervisor Module

Click on the Individual  
Module to access your  
IDP.

compatible with Netscape 4.x and higher, but may  
the use of "Cookies" and be capable of 128 bit



[Overview](#) (PPT Slide Show)

[Points of Contact](#)

Continue to IDP

## IDP Instructions

After you read the IDP Instructions below, then you will click on the Continue to IDP tab.

The Individual Development Plan / Continuous Learning (IDP/CL) is a critical document in which the employee and supervisor discuss and agree on career goals and objectives in the areas of Education, Training and Experiential opportunities. Objectives should reflect overall broad career goals. The career goals should identify types of future positions desired, experience and training in other career fields, other education, and leadership education, professional activities and assignment experience that can lead toward the overall achievement of these. The developmental objectives should be attainable in reasonable time frames and do not have to be purely academic. The IDP/CL should be annotated, award, and track Continuous Learning Points (CLPs) in accordance with DOD [Continuous Learning Policy](#) and in accordance with the [Standard CL Cycle and Prorated CLPs Guidance](#).

## Getting Started

### STEP ONE. Verify Position Information. (especially Email address)

**PLEASE NOTE:** The data displayed for "Position Information" is extracted from your Acquisition Career Record Brief (ACRB)-civilians or Officer Record Brief (ORB)-military.

- Army Acquisition Corps Officers should ensure your ORB is current or contact your Personnel Service Center (PAC) at Human Resources Command (HRC) for updates. Please allow 6-8 weeks for the automatic data refresh from ORB to CAPP MIS IDP/CL.
- For Army Civilians, this section reflects the information on your ACRB. If you need more information, please review the [detailed ACRB update instructions](#). For further guidance, please contact your [Acquisition Career Manager \(ACM\)](#).

# IDP Main Page

Check Info for  
Accuracy  
Ensure Supervisor  
is Correct

Ensure Your E-mail  
is Correct

POSITION INFORMATION			
This position data reflects what is on your ACRB/ORB.			
Name	AA BLANK		
Title			
Pay Plan / Grade Rank			
Series / AOC			
Command			
Personnel Office			
Organization			
Acquisition Position Number			
Supervisor Name	OODHART CELESTE K		
E-mail Address:	mini.jones@usdt.army.mil	Change E-MAIL Address	
CURRENT POSITION / CERTIFICATION REQUIREMENT			
Current Career Field			
Cert Level Required			
CERTIFICATIONS ACHIEVED			
Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002
CONTINUOUS LEARNING			
Continuous Learning Cycle			Policy
Start Date: 01/01/2001	End Date: 01/01/2003	Total CL Points: 100	Grace Period: No
SUPERVISOR REVIEW STATUS		SUPERVISORY REVIEW REQUIRED	
<a href="#">FAQs</a>	<a href="#">HELP</a>	<a href="#">INSTRUCTIONS</a>	<a href="#">FEEDBACK</a>
DEVELOPMENTAL OBJECTIVES			
<a href="#">OBJECTIVES</a>			
EDUCATIONAL/ACADEMIC			
<a href="#">AETE Programs</a>	<a href="#">College Degree</a>	<a href="#">College Courses</a>	
TRAINING			
<a href="#">DAU</a>	<a href="#">Functional/Technical</a>	<a href="#">Leadership</a>	<a href="#">Other Training</a>
EXPERIENTIAL/DEVELOPMENTAL			
<a href="#">Experiential/Developmental</a>			
PROFESSIONAL ACTIVITIES			
<a href="#">Professional Activities</a>			
TRAINING SOURCES			
<a href="#">Links to Other Education/Training/Experience Sources</a>			
IDP SUMMARY			
<a href="#">View Continuous Learning Summary</a>			
<a href="#">View All Completed Items</a>			
VIEW/SUBMIT IDP			
<a href="#">View / Print IDP</a>			
<a href="#">Submit IDP for Supervisor Approval</a>			
<a href="#">Your Acquisition Career Manager</a>			
<a href="#">Close Browser ... Done with IDP</a>			

# Continuous Learning

## Continuous Learning Points

View your continuous learning cycle and the number of points you have earned here.

Click on the CL policy for more information.

POSITION INFORMATION			
This position data reflects what is on your ACRB/ORB.			
Name	AA BLANK		
Title			
Pay Plan / Grade Rank			
Series / AOC			
Command			
Personnel Office			
Organization			
Acquisition Position Number			
Supervisor Name	OODHART CELESTE K		
E-Mail Address:	mini.jansen@usdt.army.mil		
CURRENT POSITION / CERTIFICATION REQUIREMENTS			
Current Career Field			
Cert Level Required			
CERTIFICATIONS ACHIEVED			
Career Field Code	Career Field	Cert Level	
C	Contracting	2	
CONTINUOUS LEARNING			
Continuous Learning Cycle		Total CL Points	Policy
Start Date: 01/01/2001	End Date: 01/01/2003	100	Grace Period: No
SUPERVISOR REVIEW STATUS		SUPERVISORY REVIEW REQUIRED	
<a href="#">FAQs</a>	<a href="#">HELP</a>	<a href="#">INSTRUCTIONS</a>	<a href="#">FEEDBACK</a>
DEVELOPMENTAL OBJECTIVES			
<a href="#">OBJECTIVES</a>			
EDUCATIONAL/ACADEMIC			
<a href="#">AETE Programs</a>	<a href="#">College Degree</a>	<a href="#">College Courses</a>	
TRAINING			
<a href="#">DAU</a>	<a href="#">Functional/Technical</a>	<a href="#">Leadership</a>	<a href="#">Other Training</a>
EXPERIENTIAL/DEVELOPMENTAL			
<a href="#">Experiential/Developmental</a>			
PROFESSIONAL ACTIVITIES			
<a href="#">Professional Activities</a>			
TRAINING SOURCES			
<a href="#">Links to Other Education/Training/Experience Sources</a>			
IDP SUMMARY			
<a href="#">View Continuous Learning Summary</a>			
<a href="#">View All Completed Items</a>			
VIEW/SUBMIT IDP			
<a href="#">View / Print IDP</a>			
<a href="#">Submit IDP for Supervisor Approval</a>			
<a href="#">Your Acquisition Career Manager</a>			
<a href="#">Close Browser ... Done with IDP</a>			



# HOW TO VIEW ACQ OBJECTIVES

## Acquisition Objectives

Click on Acquisition Objectives. This is where you will line out your short and long-term goals.

POSITION INFORMATION			
What is on your ACRE/ORB.		Your ACRB	
AA BLANK			
Comments			
Personnel Office			
Organization			
Acquisition Position Number			
Supervisor Name			
E-Mail Address:		Change E-MAIL Address	
000DHART CELESTE K		mini.jones@usdt.army.mil	
CURRENT POSITION / CERTIFICATION REQUIREMENT			
Current Career Field			
Cert Level Required			
CERTIFICATIONS ACHIEVED			
Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002
CONTINUOUS LEARNING			Policy
Continuous Learning Cycle		Total CL Points	Grace Period
Start Date: 01/01/2001	End Date: 01/01/2003	100	No
SUPERVISOR REVIEW STATUS		SUPERVISORY REVIEW REQUIRED	
<a href="#">FAQs</a>	<a href="#">HELP</a>	<a href="#">INSTRUCTIONS</a>	<a href="#">FEEDBACK</a>
DEVELOPMENTAL OBJECTIVES			
<a href="#">OBJECTIVES</a>			
EDUCATIONAL/ACADEMIC			
<a href="#">AETE Programs</a>	<a href="#">College Degree</a>	<a href="#">College Courses</a>	
TRAINING			
<a href="#">DAU</a>	<a href="#">Functional/Technical</a>	<a href="#">Leadership</a>	<a href="#">Other Training</a>
EXPERIENTIAL/DEVELOPMENTAL			
<a href="#">Experiential/Developmental</a>			
PROFESSIONAL ACTIVITIES			
<a href="#">Professional Activities</a>			
TRAINING SOURCES			
<a href="#">Links to Other Education/Training/Experience Sources</a>			
IDP SUMMARY			
<a href="#">View Continuous Learning Summary</a>			
<a href="#">View All Completed Items</a>			
VIEW/SUBMIT IDP			
<a href="#">View / Print IDP</a>			
<a href="#">Submit IDP for Supervisor Approval</a>			
<a href="#">Your Acquisition Career Manager</a>			
<a href="#">Close Browser ... Done with IDP</a>			

## Developmental Objectives

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Objectives should reflect overall broad career goals and specific development activities intended to accomplish them. The career goals should identify types of future positions desired, experience and training in other career fields, other education goals such as advanced degrees or a combination of all these. The developmental objectives should be attainable in reasonable time frames and do not have to be purely acquisition related. They can include items such as functional training, leadership education, professional activities and assignment experience that can lead toward the overall achievement of the broad career goals.

From Date: mm/dd/ccyy

08/30/2005

To Date: mm/dd/ccyy

08/30/2010

Last Updated: mm/dd/ccyy

05/24/2006

### Short Term Objectives: (1 - 3 Years)

To complete the Contracting and Acquisition Management Development Program.  
To become Level II Certified in Contracting and begin working towards a Master's Degree.

### Long Term Objectives: (3 - 5 Years)

To become level III certified and obtain a Master's Degree.

This section details what you should be entering for your objectives.

After you enter your timeframes and your objectives, click on Save.

Click the back button to leave this page. You should always review your objectives and then click on Save.

Save

Undo

# HOW TO VIEW DAU OBJECTIVES

## DAU Objectives

Click on DAU Objectives. This is where you will fill out your Career Field and Certification goals and plan your DAU training.

POSITION INFORMATION			
<b>Reflects what is on your ACRB/ORR.</b>	<b>Your ACRB</b>		
<b>AA BLANK</b>			
<b>PRESIDENT'S OFFICE</b>			
<b>Organization</b>			
<b>Acquisition Position Number</b>			
<b>Supervisor Name</b>	OODHART CELESTE K		
<b>E-Mail Address:</b>	cini.jensen@usda.usmy.mil	<b>Change E-MAIL Address</b>	
CURRENT POSITION / CERTIFICATION REQUIREMENT			
<b>Current Career Field</b>			
<b>Cert Level Required</b>			
CERTIFICATIONS ACHIEVED			
Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002
CONTINUOUS LEARNING			Policy
Continuous Learning Cycle		Total CL Points	Grace Period
Start Date: 01/01/2001	End Date: 01/01/2003	100	No
SUPERVISOR REVIEW STATUS	SUPERVISORY REVIEW REQUIRED		
<a href="#">FAQ's</a>	<a href="#">HELP</a>	<a href="#">INSTRUCTIONS</a>	<a href="#">FEEDBACK</a>
DEVELOPMENTAL OBJECTIVES			
<a href="#">OBJECTIVES</a>			
EDUCATIONAL/ACADEMIC			
<a href="#">AETE Programs</a>	<a href="#">College Degree</a>	<a href="#">College Courses</a>	
TRAINING			
<a href="#">DAU</a>	<a href="#">Functional/Technical</a>	<a href="#">Leadership</a>	<a href="#">Other Training</a>
EXPERIENTIAL/DEVELOPMENTAL			
<a href="#">Experiential/Developmental</a>			
PROFESSIONAL ACTIVITIES			
<a href="#">Professional Activities</a>			
TRAINING SOURCES			
<a href="#">Links to Other Education/Training/Experience Sources</a>			
IDP SUMMARY			
<a href="#">View Continuous Learning Summary</a>			
<a href="#">View All Completed Items</a>			
VIEW/SUBMIT IDP			
<a href="#">View / Print IDP</a>			
<a href="#">Submit IDP for Supervisor Approval</a>			
<a href="#">Your Acquisition Career Manager</a>			
<a href="#">Close Browser ... Done with IDP</a>			



**HOW TO ADD DAU OBJECTIVES**

Enter your Primary Career Field and Certification Level. You are also welcome to fill in any additional Career Fields and Certification Levels you would like to work toward.

Make sure to Save your Career Field Objectives when you are finished.

## Individual Development Plan

### DAU Courses

[Training Travel Orders](#) [DAU Career Field Curriculum\(s\)](#)  
[DAU Course Schedule](#)

Career fields and levels chosen here will determine which DAU courses you will be able to add to your IDP.

Career Field Name(s)	Certification Level
AGY	2

AA BLANK 4

Course	Course Title	Course Info	SAID Code	Projected Start	Projected Finish	Projected CL Points	Approval Status
Total number of courses: 0							

# HOW TO ADD DAU COURSES

CAPPMIS

Logout

[HELP](#)

## Individual Development Plan DAU Courses

[DAU Training Travel Orders](#) [DAU Career Field Curriculum\(s\)](#)  
[DAU Course Schedule](#)

**CAREER OBJECTIVES** Note: The career fields and levels chosen here will determine which DAU courses you will be able to add to your IDP.

Career Field Name(s)	Certification Level
INFORMATION TECHNOLOGY	2

Save Career Field Objectives

Certification Checklist

Add DAU Course

AA BLANK 4

Delete DAU Courses

[SUBMIT/REVIEW/CANCEL APPLICATION](#)

Course	Course Title	Course Info	SAID Code	Projected Start	Projected Finish	Projected CL Points	Approval Status
Total number of courses: 0							

DONE

**HOW TO ADD DAU COURSES****Add DAU Courses**

AA BLANK 4

IDP Acquisition Course selections for YOUR Career Field(s):

R : INFORMATION TECHNOLOGY

Assignment Specific M=Mandatory D=Desired O=Optional

☐ View Only DAU Courses Specific to your Career Objectives 

Check the button next to the course you wish to take.

DAU Course ID	Info Link	Course Title	Reqd*	Career Field Code / (Level)	Note
<input checked="" type="radio"/> ACQ 101	<a href="#">Info</a>	ACQ 101-FUND SYS ACQ MGT	M	R / (1)	
<input type="radio"/> IRM 101	<a href="#">Info</a>	IRM 101- BASIC INFO SYS ACQ	M	R / (1)	PREREQUISITE: ACQ 101
<input type="radio"/> SAM 101	<a href="#">Info</a>	SAM 101- BASIC SOFTWARE ACQUISITION MANAGEMEN	M	R / (1)	PREREQUISITE: ACQ 101
<input type="radio"/> ACQ 201A	<a href="#">Info</a>	ACQ 201A-INTERMEDIATE SYSTEMS ACQUISITION (WEB)	M	R / (2)	PREREQUISITE: ACQ 101
<input type="radio"/> ACQ 201B	<a href="#">Info</a>	ACQ 201B-INT	M	R / (2)	
<input type="radio"/> IRM 201	<a href="#">Info</a>	IRM 201-INTR	M	R / (2)	PREREQUISITE: IRM 101, ACQ 201
<input type="radio"/> SAM 201	<a href="#">Info</a>	SAM 201- INT	M	R / (2)	Prerequisite SAM 101
<input type="radio"/> IRM 303	<a href="#">Info</a>	IRM 303 -ADV	M	R / (3)	PREREQUISITE: IRM 201
<input type="radio"/> SAM 301	<a href="#">Info</a>	SAM 301- ADV	M	R / (3)	Prerequisite SAM 201
<input type="radio"/> CAR 805	<a href="#">Info</a>	CAR 805-CON	O	R / (3)	LVL III CERT DESIRED BEFORE ATTENDING

Make sure to click on Save after you have selected the course.

# Individual Development Plan

## ify DAU Courses

### HOW TO ADD DAU COURSES

AA BLANK 4

Course ID:	ACQ 101	
Course Title:	ACQ 101-FUND SYS ACQ MGT	
Projected Start:	<input type="text"/>	(mm/dd/ccyy)
Projected Finish:	<input type="text"/>	(mm/dd/ccyy)
Status:	PLANNED <input type="button" value="v"/>	
SAID Course ID:	41BU5	
Projected CL Points:	25	
CEU:	2.0	
Provider:		
Objective:	<input type="text"/>	
POC / Location:		
Estimated TDY Cost:	\$ <input type="text"/> Whole Dollars only, no commas, decimal points or \$.	
Estimated Tuition Cost:	\$ <input type="text"/> Whole Dollars only, no commas, decimal points or \$.	

Enter  
Projected Start  
and Finish  
Date.

**IMPORTANT:** After completion of planned event, change status from PLANNED to COMPLETED and submit to supervisor for approval.

# HOW TO ADD DAU COURSES

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [https://rda.altess.army.mil/cappmis/modules/IDP/IDPProd/individual/trn\\_dau.cfm](https://rda.altess.army.mil/cappmis/modules/IDP/IDPProd/individual/trn_dau.cfm) Go Links[HELP](#)

## Individual Development Plan DAU Courses

[DAU Training Travel Orders](#) [DAU Career Field Curriculum\(s\)](#)  
[DAU Course Schedule](#)

**ACQUISITION CAREER OBJECTIVES** Note: The career fields and levels chosen here will determine which DAU courses you will be able to add to your IDP.

Career Field Name(s)	Certification Level
INFORMATION TECHNOLOGY	

Save Career Field Objectives

Certification Checklist

The approval status of the course now has changed to 'New.' Once your Supervisor approves the course, the status will be 'Approved.'

Click 'Done' unless you wish to add another DAU course.

A		BLANK 4		the status will be 'Approved.'		
		CANCEL APPLICATION				
Course		SAID Code	Projected Start	Projected Finish	Projected CL Points	Approval Status
<a href="#">ACQ 101</a>	ACQ 101-FUND SYS ACQ MGT	41BU5	06/10/2006	06/10/2006	25	New
Total number of courses: 1						

DONE

# HOW TO ADD NON-DAU TRAINING TO IDP

PERSONNEL OFFICE  
Organization  
Acquisition Position Number  
Supervisor Name  
E-Mail Address: mini.jones@usda.army.mil  
Change E-MAIL Address

CURRENT POSITION / CERTIFICATION REQUIREMENT  
Current Career Field  
Cert Level Required

Career Field Code	Career Field	Cert Level
C	Contracting	2

Continuous Learning  
Start Date: 01/01/2001

SUPERVISOR REVIEW SYSTEM  
FAQs

OBJECTIVES

EDUCATIONAL/ACADEMIC  
AETE Programs  
College Degree  
College Courses

TRAINING  
DAU  
Functional/Technical  
Leadership  
Other Training

EXPERIENTIAL/DEVELOPMENTAL  
Experiential/Developmental

PROFESSIONAL ACTIVITIES  
Professional

TRAINING  
Links to Other Education/Training  
IDP SUMMARY  
View Continuous Learning  
View All Continuous Learning  
VIEW/SUMMARY  
View IDP for Supervisor  
Submit IDP for Supervisor  
Your Acquisition Support Center  
Close Browser

Click here to add any Functional or Technical Training you plan to take.

Click here to add Leadership training.

Click here to add any College Courses you are taking.

Click here to add any training that does not fit into the other categories (this is a freetext field).

# HOW TO SUBMIT IDP FOR APPROVAL

POSITION INFORMATION			
			Your ACRB
Personnel Office			
Organization			
Acquisition Position Number			
Supervisor Name			
E-Mail Address:		000DHART CELESTE K	Change E-MAIL Address
mini.jones@usda.army.mil			
CURRENT POSITION / CERTIFICATION REQUIREMENT			
Current Career Field			
Cert Level Required			
CERTIFICATIONS ACHIEVED			
Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002
CONTINUOUS LEARNING			Policy
Continuous Learning Cycle		Total CL Points	Grace Period
Start Date: 01/01/2001	End Date: 01/01/2003	100	No
SUPERVISOR REVIEW STATUS		SUPERVISORY REVIEW REQUIRED	
<a href="#">FAQs</a>	<a href="#">HELP</a>	<a href="#">INSTRUCTIONS</a>	<a href="#">FEEDBACK</a>
DEVELOPMENTAL OBJECTIVES			
<a href="#">OBJECTIVES</a>			
EDUCATIONAL/ACADEMIC			
<a href="#">AETE Programs</a>	<a href="#">College Degree</a>	<a href="#">College Courses</a>	
TRAINING			
<a href="#">DAU</a>	<a href="#">Functional/Technical</a>	<a href="#">Leadership</a>	<a href="#">Other Training</a>
EXPERIENTIAL/DEVELOPMENTAL			
<a href="#">Experiential/Developmental</a>			
PROFESSIONAL ACTIVITIES			
<a href="#">Professional Activities</a>			
TRAINING SOURCES			
<a href="#">Links to Other Education/Training/Experience Sources</a>			
IDP SUMMARY			
<a href="#">View Continuous Learning Summary</a>			
<a href="#">View All Completed Items</a>			
VIEW/SUBMIT IDP			
<a href="#">View / Print IDP</a>			
<a href="#">Submit IDP for Supervisor Approval</a>			
<a href="#">Your Acquisition Career Manager</a>			
<a href="#">Close Browser ... Done with IDP</a>			

View and Print your  
IDP  
**Last Thing You  
Do**



# HOW TO SUBMIT IDP FOR APPROVAL

Career Acquisition Personal & Professional Management Information System

Return to  
CAPPMIS

Logout

[HELP](#)

## Supervisor Notification of IDP Completion

AA BLANK 4

Check All reasons that apply

- ☐ Submit for Training Review and Approval
- ☐ Submit for Review of changes
- ☐ Submit for CL Points Review and Posting
- ☐ Submit to re-establish Approval Status

Comments to your Supervisor about the reason(s) for this Submission:

Check all reasons that apply, provide any comments to your supervisor, and then click Send E-mail.


SEND E-MAIL

Undo



# **ATTRRS INTERNET TRAINING APPLICATION SYSTEM (AITAS)**

# HOW TO APPLY FOR DAU COURSES

**CAPP MIS**  
Career Acquisition  
Personnel and Position  
Management Information System

supporting the acquisition workforce

ASC

HOME IDP ACRB SRPE AAPDS Logout

EDIT PROFILE

**Profile**  
Name: AA BLANK 4  
Position Title: COMPUTER SPECIALIST  
Organization: ASC FORT BELVOIR  
Email: SCOTT.GREENE4@US.ARMY.MIL  
Date of Birth: 12/30/1977

**News**


- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.
- Please see your Acquisition Career Manager (ACM) for other changes to your profile.

**Welcome**


This is the CAPP MIS home screen. You may access any of the above applications.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAP](#)

Click on the AITAS link off of the CAPP MIS homepage to apply for DAU Courses or visit AITAS:  
<https://www.atrrs.army.mil/channels/aitas/>



Security/ Privacy	System Requirements	DOD Computer User	Text Links	CAPP MIS Help
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Address https://www.atrrs.army.mil/channels/aitas/

Go Links

ATRRS Internet Train

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HOW TO APPLY FOR DAU COURSES

Click here to Apply for DAU Training.

Click here to Review your applications

Click here to Update your Profile.

Click here for Information on the new sign-in process

Click here to access FAQ!!!!

Changes to the Sign In Process

For Continuous Learning Courses - Click Here

The ATRRS Internet Training Application...

This is a (specific)...

Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may

Privacy And Security Notice!

Announcements

27 Apr 2007

Attention: Military Acquisition Officers

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# HOW TO APPLY FOR DAU COURSES

In order to apply for a course, first click on Apply for Training.



Next, you must select your appropriate Category.

Please click on the red cloud above to learn about changes to the log-in process

- Please select a Category
- Please select a Category
  - Civilian Army Acquisition Workforce
  - Military Army Acquisition Workforce
  - Army Reserves Military Acquisition Workforce
  - Army National Guard Military Acquisition Workforce
  - Foreign Local National
  - Non-Acquisition Civilian & Military Workforce (Command Funding Required)
  - Acquisition Workforce Intern
  - Non-Acquisition Workforce Intern (Command Funding Required)

If you have any non-acquisition workforce employees working for you, here is how they sign up for DAU courses

Here is where you select your category- Acq Workforce.

Changes to the Sign In Process

For Continuous Learning Courses -

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# ATRRS Internet Training Application System

Main Menu



6/11/2007

## ATRRS Internet Training Application System

Select Training Category

### Select Training Category

To apply for training, click in the circle to the left of the Training Category. For the definition of the Training Category, click on the Training Category.

Training Category:

☒

Classroom Courses

☐

Web Courses

☐

Continuous Learning Modules

[Questions? Problems? Suggestions? Please email us now.](#)

First, select whether you are trying to take a classroom, web-based or CL module. For this demo, we selected Classroom.



6/22/2006

## ATRRS Internet Training Application System

Select an FY and Course from the lists below. If you have an approved IDP, only courses listed in your IDP will be displayed.

### Find A Course

Perform the steps below to find a course.

#### Step One

The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.

FY: 2007

#### Step Two

Training Category: DAU Classroom/Web Con

#### Step Three

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course: ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION

#### Step Four

The last step is to click on the course you want to apply for. The course list includes:  
ACQ 201A - INTERMEDIATE SYSTEMS ACQUISITION  
ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION  
IRM 101 - BASIC INFORMATION SYSTEMS ACQUISITION  
LOG 102 - SYSTEMS SUSTAINMENT MANAGEMENT FUNDAMENTALS  
PMT 250 - PROGRAM MANAGEMENT TOOLS

[Questions? Problems?](#)

THIS WEB SITE

# HOW TO APPLY FOR DAU COURSES

First, select the correct FY for your training

Next, select the course. (For this demo, we have selected ACQ 201B)

# HOW TO APPLY FOR DAU COURSES

6/22/2006



Note the FY, Course, and Course Title

descriptions.

CC - View Course Catalog

FY	Course	Course Title
2007	ACQ 2018	INTERMEDIATE SYSTEMS ACQUISITION

	Location	State	School	Classes	Available	Waits
	<a href="#">ABERDEEN PROVING (501)</a>	MD	DAU CAPITAL & NORTHEAST REGION CAMPUS	3	48	5
	<a href="#">ANNAPOLIS JUNCTIO (501)</a>	MD	DAU CAPITAL & NORTHEAST REGION CAMPUS	4	6	0
	<a href="#">ATLANTA (506)</a>	GA	DAU SOUTH REGION CAMPUS	1	2	0
	<a href="#">BROOKS AFB (506)</a>	TX	DAU SOUTH REGION CAMPUS	2	4	0
	<a href="#">CALIFORNIA (507)</a>	MD	DAU Mid-Atlantic Region Campus	7	188	0
	<a href="#">CAMP PENDLETON (505)</a>	CA	DAU WEST REGION CAMPUS	1	2	0
	<a href="#">CHARLESTON (507)</a>	SC	DAU Mid-Atlantic Region Campus	2	5	0
	<a href="#">CHINA LAKE (505)</a>	CA	DAU WEST REGION CAMPUS	4	10	0
	<a href="#">COLUMBUS (504)</a>	OH	DAU MIDWEST REGION CAMPUS	2	2	0
	<a href="#">CRANE (504)</a>	IN	DAU MIDWEST REGION CAMPUS	2	6	0
	<a href="#">DAEGU (505)</a>	AP	DAU WEST REGION CAMPUS	1	12	0
	<a href="#">DAHLGREN (507)</a>	VA	DAU Mid-Atlantic Region Campus	11	28	0
	<a href="#">DALLAS (506)</a>			1	3	0
	<a href="#">EDWARDS AFB (505)</a>			4	12	0
	<a href="#">EGLIN AFB (506A)</a>			8	275	0
	<a href="#">EL SEGUNDO (505B)</a>			7	195	0
	<a href="#">FRIEDRICHSFELD (507)</a>			3	90	0
C	<a href="#">FT BELVOIR (501)</a>			16	433	2
	<a href="#">FT HUACHUCA (505)</a>			2	49	0
	<a href="#">FT LEE (507A)</a>			5	165	0
	<a href="#">FT MONMOUTH (501B)</a>			13	264	4
	<a href="#">GLINTER ANNEX (506)</a>			1	3	0
	<a href="#">HANSCOM AFB (501D)</a>			5	161	0
	<a href="#">HILL AFB (505)</a>	UT	DAU WEST REGION CAMPUS	1	1	0
	<a href="#">HUNTSVILLE (506)</a>	AL	DAU SOUTH REGION CAMPUS	21	698	0
C	<a href="#">INDIAN HEAD (501)</a>	MD	DAU CAPITAL & NORTHEAST REGION CAMPUS	2	2	0

Apply for the most cost effective location. Note the [C]. Here the most cost effective location is Fort Belvoir.

# HOW TO APPLY FOR DAU COURSES



6/22/2006

## ATRRS Internet Training Application System

Click on the CLASS NUMBER to select the class you wish to attend. Select only one. This selection will be added to your registration request. You will then be required to create or update your student profile before submitting the request for approval.

The Reservation Cut-Off Date, reflected below, is the last date that applications can be submitted and/or approved for that class. The start date is the date on which the class starts. The exception is rolling admission web course classes, which have their class dates spread across the entire fiscal year. The web course start date will be provided in email instructions you receive upon approval of your training request.

FY	Location	Course	Course Title
2007	FT BELVOIR (501)	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION

Class	Class Type	Reserv Cut-Off	Start	End	Avail	Waits
<a href="#">001</a>	Classroom	10/16/2006	10/16/2006	10/20/2006	0	2
<a href="#">011</a>	Classroom	10/30/2006	10/30/2006	11/3/2006	13	0
<a href="#">019</a>	Classroom	11/27/2006	11/27/2006	12/1/2006	1	0
<a href="#">036</a>	Classroom			1/26/2007	28	0
<a href="#">043</a>	Classroom			2/16/2007	32	0
<a href="#">052</a>	Classroom			3/9/2007	32	0
<a href="#">063</a>	Classroom			3/30/2007	32	0
<a href="#">075</a>	Classroom			4/27/2007	32	0
<a href="#">077</a>	Classroom			5/4/2007	32	0
<a href="#">089</a>	Classroom			6/8/2007	33	0
<a href="#">101</a>	Classroom			6/29/2007	33	0
<a href="#">106</a>	Classroom			7/13/2007	32	0
<a href="#">115</a>	Classroom			8/3/2007	33	0
<a href="#">125</a>	Classroom			8/17/2007	34	0
<a href="#">126</a>	Classroom			8/24/2007	33	0
<a href="#">141</a>	Classroom			9/28/2007	33	0

Select the Class you want. Make sure to note the available slots and/or the number of people on the wait list. Red does not have any spaces. Black has available slots.

[Questions? Problems? Suggestions? Please email us now.](#)

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5/26/2006

## ATRRS Internet Training Application System

Please fill out the application below. Be sure to be as accurate as possible, misinformation may prevent your application from being processed.

Please review your profile below and update if necessary.

When complete, please submit by clicking the "Submit Application" button that appears on the right, or at the bottom of this page. [→](#)

[Submit Application](#)

### Verify/Enter Student Information

#### Course Info:

**FY:** 2006 **School:** 506 **Course:** ACQ 201B **Phase:** **Class:** 055  
**Course Title:** INTERMEDIATE SYSTEMS ACQUISITION  
**School Name:** DAU SOUTH REGION CAMPUS  
**Class Location:** HUNTSVILLE, AL  
**Report Date:** 8/21/2006 **Start Date:** 8/21/2006 **End Date:** 8/25/2006  
**Delivery Method:** Resident **Remarks:** None

#### Application Info:

Alternate date range you are available to begin training:

From: 26 May 2006 To: 30 Sep 2006

#### Student Info: (Note: Do not enter your Home of Record; please enter your current address)

**Last Name:**  **First Name:**  **MI:**  **Gender:** Male   
**Street:**  **City:** SPRINGFIELD **State:** VA  **ZIP:** 22152 -   
**Home Country:** UNITED STATES   
**Security Clearance:** SECRET   
**Disabilities:** No  **Special Requirements:** Please select a Special Requirement if Disabled   
**Pay Plan:** NH - BUSINESS & TECHNICAL MGMT PROF(DOD ACQ-DOD/ARM/NAVY/AF)  **Pay Grade:** 3   
**Note:** After selecting a Pay Plan and Pay Grade, fill in the fields below marked with a [▶](#)  
**Civilian Job Series:** 0301 **Enlisted MOS with Skill Level / Warrant MOS:**  **Intern:** No   
**Officer Branch:**   
**Functional Area:** AA - PROGRAM MANAGEMENT   
**Career Program Code:** 31 - EDUCATION SERVICES

After you have verified/updated your Student Information, click Submit Application

NOTE: Make sure that you enter your Supervisor's email address correctly



5/26/2006

## ATRRS Internet Training Application System

Training application confirmation.

# HOW TO APPLY FOR DAU COURSES

Note the  
confirmation after  
you have applied

GREENE SCOTT M has applied for the class listed below:

Application Date: 5/26/2006

**FY:** 2006 **School:** 506 **Course:** ACQ 201B **Phase:** **Class:** 055

**Course Title:** INTERMEDIATE SYSTEMS ACQUISITION

**School Name:** DAU SOUTH REGION CAMPUS

**Class Location:** HUNTSVILLE, AL

**Report Date:** 8/21/2006 **Start Date:** 8/21/2006 **End Date:** 8/25/2006

**Delivery Method:** Resident **Remarks:** None

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# HOW TO VIEW DAU COURSE STATUS

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## Data On Demand

Click on Review Application(s) to review the DAU courses you have already applied for



The ATRRS Internet Training Application System (AITAS) is to be used by Army personnel (Civilian and Military) to submit training applications for Defense Acquisition University Training. No action will be taken on applications submitted by Non-Army personnel. Army Contractors must apply for Defense Acquisition University Training via the Non-DOD AITAS at <https://www.atrrs.army.mil/channels/nondod>.

### Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

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Changes to the Sign In Process

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# HOW TO VIEW DAU COURSE STATUS



5/26/2006

## ATRRS Internet Training Application System

Click on the class number to review/edit your application. You may cancel an application at any time by clicking the 'C' button next to the application. If you click on the "C", applications which are in the "Pending Applications" list will be automatically cancelled. ALTESS is the final approval application. You will only be able to request an excusal from the No Show penalty by clicking on the 'N'. If there is a

Your request is now pending your Supervisor's approval and then the DAU Course manager

Pending Applications										
	FY	Sch	Crs	Cls	Supervisor Approval	Approval Authority	Application Date	Approval Date	Report Date	Start Date
<a href="#">C</a>	2006	506	ACQ 201B	<a href="#">055</a>	Pending	Pending	5/26/2006		8/21/2006	8/21/2006

There are no Previous applications at this time

**Note:** Applications will not be displayed for previous FY's.

[Questions? Problems? Suggestions? Please email us now.](#)

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# **Questions???**

## **First stop - FAQ!!!!!!**